



CONSTITUTION

1. Name

The name of the Project shall be known as:

Jealotts Hill Community Landshare (JHCL)

2. Aims

The aims of the Project shall be:

- To enable a wide cross section of the local community to experience community gardening in order to develop a range of horticultural and other land use skills.
- To meet individual needs, using horticulture and related activities to **increase** personal confidence, independence and other life skills.
- To share skills and encourage the development and training of others.
- To share amongst the participants and the community the produce that is harvested and or products made.
- To cooperate with other groups and organisations so as to increase the opportunities for horticultural activities
- To enhance individuals' health and well being and promote the benefits of cooperative working and horticulture within the wider community.
- To promote and encourage environmental responsibility and an understanding of bio diversity and ecology.
- To promote and support a culture of equality and respect.

3. Powers

- The management, strategic and policy decisions of the project shall be directed by the Steering Group.

This will include:-

- Raising money, purchasing materials and equipment.
- Acquiring and managing buildings and other assets with the prior permission of the Project Partners.
- Providing work experience opportunities.
- Organising courses and events (including corporate days).
- Encouraging the creation and activities of support groups such as the Friends of JHCL.
- Working in partnership with other groups and exchanging information.
- Doing anything that is lawful and permitted in the lease to help fulfil the aims of the project.

4. Management

The overall accountability for the activities at JHCL rests with the Project partner organisations – Syngenta, Bracknell Forest Homes, Bracknell Town Council & Warfield Parish Council, and /or such other organisations that may be appointed by them at some future date.

JHCL shall be managed by a Steering Group comprising:

- The Project Manager.
- Up to two representatives of each of the Project Partner organisations (Syngenta, Bracknell Forest Homes, Bracknell Town Council, Warfield Parish Council).
- The Chairman (or other nominated representative) of the Friends of Jealotts Hill Community Landshare.
- One representative chosen by the Group Member organisations.

The Steering Group has an ‘open door’ policy whereby any Member may request to attend a meeting for open discussion on a topic agreed in advance with the Project Manager or one of the Project Partners.

- There will be no formal officer roles within the Steering Group.
- The Chair for each meeting shall rotate between the Project Partner organisations.
- Minutes will be taken and financial updates provided by Project Partner Bracknell Forest Homes or any of the partner organisations who are so appointed.
- The Steering Group shall meet ten times per years
- The Quorum for Steering Group meetings shall be attendance by at least one representative of each of three of the four Project Partners.
- Voting at Steering Group meetings (if deemed necessary) shall be by show of hands; if there is a tied vote then Project Partner Syngenta shall have the casting vote.
- The Steering Group may by a two-thirds majority and for a good and proper reason remove any Steering Group Member, provided that person has the opportunity to be heard before a final decision is made.

The staff of the Project shall be employed and managed by Project Partner Bracknell Forest Homes.

Steering Group Members shall act at all times in the interests of the project and for the benefit of the community as guardians of the project as per the Terms of Reference of the Steering Group.

5. Membership of the Jealott's Hill Community Landshare

- Members may be from any organisation that itself has members or employees, including community groups and those who have been allotted plots within JHCL.
- The Project Manager and any person representing the Project Partner organisations shall be ex officio Members for the duration of their service.
- Membership of JHCL shall be open to any person who is interested in helping the Project to achieve its aims and is willing to abide by the rules of JHCL.
- Every Member shall have one vote at Annual and Extraordinary General Meetings.

- Membership shall be available to anyone without regard to gender, race, nationality, disability, sexual preference, religion, belief or any protected characteristic.
- The membership of any Member may be terminated for good reason by the Steering Group but the Member has the opportunity be heard by the Steering Group before a final decision is made.
- Members will be consulted on major changes of development to the Project and their views taken into account in Steering Group decisions.
- The following cannot be Members:
 - A person who has been expelled as a Member, unless authorised by special resolution at a Steering Group meeting.
 - Under 18s (but permitted under supervision)

Termination of Membership

A Member shall cease to be a Member if they resign

6. Duties of the Chair

The duties of the Chair are to:

- Structure the meetings and make sure all persons have the opportunity to speak.
- Guide the meeting following timings and agenda prepared by the Project Manager.

7. Finance and Insurance

- Any monies obtained by the Project shall be used only for the Project.
- Jealott's Hill Community Landshare will have its own dedicated bank account managed by a suitably qualified Treasurer. At least 2 counter signatory Partners must authorise payments from the account.
- Finance support will also be undertaken and offered free of any charge by the Finance department at Bracknell Forest Homes or any one of the other partner organisations as agreed by the Steering Group.
- Employers Liability and Public Liability Insurance for the Project shall be the responsibility of the leaseholder organisation – Project Partner Bracknell Forest Homes.
- Plot holder organisations must hold their own Public Liability Insurance.

8. Annual General Meeting

- The Project shall hold an Annual General Meeting (AGM) annually on a date agreed by the steering group.
- All Members shall be given at least fourteen days' notice of the AGM and shall be entitled to attend and vote.
- The quorum for an AGM shall be at least 3 of the 4 Project Partner Members, two of which must be Syngenta and Bracknell Forest Homes.
- The business of the AGM shall include:
 - receiving a report from the Project Manager on activities over the past year.
 - receiving a report on the Finances of the Project over the past year to 31 March.
 - confirming membership of the Steering Group.
 - considering any other matter/s as may be decided and ratified by the Steering Group.

9. Extraordinary General Meeting

An Extraordinary General Meeting may be called by any member of the Steering Group to discuss an urgent matter – this must be supported by at least one other Steering Group Member.

Members will be given fourteen days' notice of any Extraordinary General Meeting together with notice of the business to be discussed.

All Members shall be entitled to attend and vote; any decision must be ratified by the Steering Group.

10. Alterations to the Constitution

Any changes to this Constitution must be unanimously agreed by the Project Partners.

11. Dissolution

The Project may be wound up only if agreed by all the Project Partners and confirmed in writing by all Partners. In the event of winding up, any non-land assets remaining after all debts have been paid shall be shared in equal parts between the BFH, Bracknell Town Council and Warfield Parish Council'

This constitution was adopted at a general meeting of the Project on 7th September 2016.

An amendment to clause 11. Dissolution - was agreed by all of Partners on 20th November 2015 to reflect that all assets will remain in the charitable not for profit sectors.

An amendment to clause 7. Finance – was agreed by all Partners on the 7th September 2016 to open a dedicated Bank Account in the Names of Jealott's Hill Community Landshare

An amendment to clause 8. Annual General Meeting – was agreed by all Partners on the 7th September 2016 to reflect an Annual General Meeting would be held annually on a date agreed by the steering group.

Signed by:

Syngenta



Bracknell Forest Homes



Bracknell Town Council



Warfield Parish Council

